



**MANCHESTER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT NO. 37**

195 McGregor Street, Suite 201, Manchester, NH 03102
Telephone: 603.624.6300 • Fax: 603.624.6337
www.mansd.org

**PROCEDURES FOR APPLICATION FOR
ADMINISTRATIVE ASSISTANT / ACCOUNTING TECHNICIAN
WITH THE MANCHESTER SCHOOL DISTRICT**

Qualifications: Applicant must be a high school graduate. Must have experience with computer software packages. Associates Degree (in Business, Accounting, or Secretarial Science) is preferred.

Application: Both sides of the application must be completed. The signature of the applicant is required on page 2 of the application in order to be considered for a position.

Resume: You are encouraged to include a copy of your resume.

When the application form is completed, please submit it to the Human Resources Department at the above address. If you are considered for a position, you will be contacted by an administrator or school principal to set up an interview.

Upon hire, a criminal background check and physical exam will be necessary, as required by NH state law.



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Application for Employment

To be considered an official applicant for a position, this application must be completed in its entirety and submitted to Human Resources. Please read all instructions and complete all sections. **Do not respond "see resume" on any part of application.** Please include a cover letter, resume, college transcripts, and three recent letters of recommendation.

DATE _____

POSITION APPLIED FOR _____

How did you hear about this position? (*please be specific*) _____

PERSONAL INFORMATION

Name _____ Social Security # _____
Last First MI

Local Address _____
Street City State Zip

Permanent Address
(if other than above) _____
Street City State Zip

Home Telephone _____ Telephone during regular business hours _____

Were you formerly employed at the Manchester School District? ☐ Yes ☐ No

If yes, list place, job title, and dates of employment _____

Under what other names have you worked? _____

Are you a citizen of the United States? ☐ Yes ☐ No

If not, do you hold a current visa entitling you to work here? ☐ Yes ☐ No

Have you ever been convicted of a violation of the law other than a minor traffic violation? (Such conviction may be relevant only if job-related). ☐ Yes ☐ No

If yes, please explain _____

EDUCATION

NAME & LOCATION	YEAR GRADUATED	DEGREE AWARDED	MAJOR/MINOR
High School			
College or University			
Graduate School			
Other			

Special Skills _____

Awards, Honors, Professional Memberships, etc _____

EMPLOYMENT HISTORY

Beginning with your current or most recent position, list all previous experience. Include student teaching.

School/Organization _____	Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____
City/State _____	Starting Salary \$ _____ per _____
Position _____	Ending Salary \$ _____ per _____
Supervisor's Name & Position _____	Phone # _____
Reason for Leaving _____	OK to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

School/Organization _____	Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____
City/State _____	Starting Salary \$ _____ per _____
Position _____	Ending Salary \$ _____ per _____
Supervisor's Name & Position _____	Phone # _____
Reason for Leaving _____	OK to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

School/Organization _____	Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____
City/State _____	Starting Salary \$ _____ per _____
Position _____	Ending Salary \$ _____ per _____
Supervisor's Name & Position _____	Phone # _____
Reason for Leaving _____	OK to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

School/Organization _____	Dates of Employment: From ____ / ____ / ____ To ____ / ____ / ____
City/State _____	Starting Salary \$ _____ per _____
Position _____	Ending Salary \$ _____ per _____
Supervisor's Name & Position _____	Phone # _____
Reason for Leaving _____	OK to contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES

NAME	ADDRESS	PHONE	RELATIONSHIP
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that all answers given on this application are true and complete to the best of my knowledge. I understand that if employed, falsified information or omission of facts on this application shall be considered sufficient cause for dismissal. I understand that employment is conditional upon a review of criminal records. I authorize the Manchester School District to obtain records to determine the accuracy of my responses. I agree to abide by all applicable District and State rules, regulations, and policies upon my acceptance of employment with the District.

Signature _____

Date _____

It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District.



Application Supplement (Voluntary)

The following information is being gathered by the Manchester School District Human Resources Department for Equal Employment Opportunity reporting and research requirements only. The statistical information we obtain will be kept in Human Resources for affirmative action purposes and to track applicant flow.

The Manchester School District does not discriminate on the basis of age, race, color, creed, religion, sex, national origin, disability, or marital status.

PLEASE RESPOND TO THE FOLLOWING QUESTIONS (voluntary):

1. Sex ☐ Male ☐ Female
2. Date of Birth: _____
3. List the position for which you are applying: _____
4. Ethnicity: Please check one category. (See attachment or reverse for Definitions.)

<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> American Indian or Alaskan Native
<input type="checkbox"/> White	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Two or More Races (Not Hispanic or Latino)
<input type="checkbox"/> Asian	
5. How did you hear about this position? _____
6. If you saw this position advertised, where did you see the ad? _____

7. Name: _____
Address: _____
Phone: _____ Date: _____

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RACE/ETHNIC DEFINITIONS

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this form, an individual may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging.

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino)

A person having origins in any of the Black racial groups of Africa.

Asian (Not Hispanic or Latino)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaskan Native (Not Hispanic or Latino)

A person having origins in any of the original peoples of North America and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino)

All persons who identify with more than one of the above five races.

Source: http://www.eeoc.gov/eeo1/instruction_rev_2006.html

Revised: 3/07